

IDENTIFICATION OF LEGACY STI/ELECTRONIC TRANSMITTAL TO OSTI

PRESENTED TO

DOE RECORDS MANAGEMENT COUNCIL  
AND  
EM RECORDS MANAGEMENT COMMITTEE

DECEMBER 5-7, 2000

DAYTON, OHIO

MEETING CANCELED November 19, 2000  
A Tele-video Conference To Be Schedule Instead

LOWELL LANGFORD  
DEPARTMENT OF ENERGY  
OFFICE OF SCIENTIFIC AND  
TECHNICAL INFORMATION  
P.O. BOX 62  
OAK RIDGE, TN 37831  
[LANGFORDL@OSTI.GOV](mailto:LANGFORDL@OSTI.GOV)  
865-576-4372, FAX: 865-576-3589

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## BACKGROUND

o By Public Law, “The Secretary of Energy (AEC/ERDA) shall promptly establish, develop, acquire and maintain a central source of information on all energy resources and technology in furtherance of the Secretary’s research and development and demonstration mission carried out directly or indirectly under this charter.” In support of this requirement OSTI’s mission is to manage the Department’s Scientific and Technical Information (STI) Program and maintain a central repository of STI generated by the DOE Complex.

o The requirement to send STI to OSTI has been directed under AEC and ERDA Manual Chapters and currently under the DOE Order on the Management of Scientific and Technical Information. The National Archives (NARA) has approved the permanent retention of the DOE/OSTI STI collection under job number NC-430-76-2.

o In 1993, Gwen Schreiner , Technical Information Officer, Albuquerque Operations Office made visits to sites under her purview. The purpose of the visits was to assess the status of Scientific and Technical Information (STI) records in relationship to the reconfiguration and close down of projects/programs/sites and to determine what guidance was needed to assure the smooth transition of reports to OSTI’s central repository. Schreiner provided the needed guidance to the sites and OSTI provided a listing of each site’s documents residing in the OSTI collection. The list was to be used to compare against the site holdings of STI for identification of documents not previously transmitted to OSTI. Schreiner and Carolyn Miller, OSTI, also attended a meeting of the Non-nuclear Reconfiguration Management team. Their purpose was to point out that the draft Non-nuclear Reconfiguration Records Management Activity Transfer Plan did not address the STI records and to provide guidance on how the STI should be transmitted to OSTI.

o To date the following sites/projects/programs have successfully identified and transferred STI for closure to OSTI:

- Clinch River Breeder Reactor Project (CRBRP)
- Savannah River Hagley Museum Collection
- Space Power-100 (SP-100) Project
- Gas Turbine Modular Helium Reactor Programs (GTMHRP)
- New Production Reactors (NPR) Program
- Martin Marietta (formerly General Electric) Pinellas Plant
- Superconducting Super Collider (SSC) Project

## ELECTRONIC TRANSMITTAL OF STI TO OSTI

From the early 1940's to the early 1990's paper transmittal forms and associated full-text STI were transmitted to OSTI for processing and dissemination. In 1991 a memorandum was distributed stating that DOE had adopted the Standard General Mark Up Language (SGML). OSTI formed a team of DOE and Contractor representatives to define the procedures for electronic transmittal of STI to OSTI using SGML. This was done in 1994. However, with the evolution of new technologies and software OSTI agreed to accept other electronic formats in 1998 such as HTML, XML, PDF Normal, PDF Image TIFFG4, Word Perfect Version 5 or greater, MS Word Version 5 or greater.

DOE, National Laboratories and other contractors began submitting electronic transmittal forms, and paper full-text. They were then matched and processed. In 1998 E-Link was established at OSTI and sites began to submit electronic full text in one of the above formats and electronic forms. Yet, some sites were still sending paper forms and full text. An October 12, 2000 Memorandum signed by DP, RM, SC, FE, and EE was distributed to the Operations and Field Offices to instruct their sites to submit electronic full text STI and electronic transmittal forms to OSTI beginning January 1, 2001.

Sites needing a site-specific listing of STI in OSTI's repository for use in identifying STI not transmitted to OSTI may contact Susan Tackett, 865-576-0344, or Kathy Waldrop, 865-576-1223.

Once documents to be sent to OSTI are identified, the records staff should work with their site's Technical Information Office to transmit the STI to OSTI. If there is no longer a Technical Information Office at the site, then with concurrence of the Operations/Field Office Technical Information Officer, records staff should follow the E-Link process described below.

### **DOE ENERGY LINK**

**<http://www.osti.gov/mlink>**

DOE ENERGY LINK (E-Link), the Department of Energy's scientific and technical information (STI) processing system, is designed to facilitate the management of DOE's information in a fully-electronic environment.

E-LINK provides several functions for DOE STI:

1. DOE sites may enter data for the DOE announcement record (DOE F 241.1) via a web-based form, with an option to upload the associated full-text STI product.
2. Sites may transmit tagged data (created using the announcement record SGML DTD) along with uploaded full-text files.
3. Sites may review the status of their submitted announcement records and may also revise or correct data in a specific record on-line.

Note: More information about the three previous functions is available after logging in to E-Link via an established user account. Read on to learn about obtaining a user account.

To access E-LINK, a user must have a valid password, associated with the site and type of organization represented, and level of access privilege. To obtain a password and site code, fill out the **Energy Link Access Request** on the E-Link web site at **<http://www.osti.gov/mlink>**

Assistance is available via the following contact information:

Lynn Davis, E-LINK Product Manager

E-Mail: [241user@osti.gov](mailto:241user@osti.gov)

Tel: 865.241.6435